

Publisher 2003


Bells & Whistles: Part 2

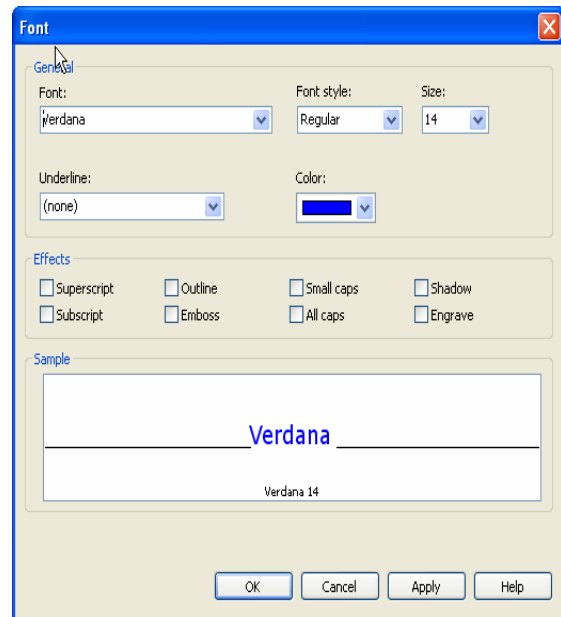
Formatting a Publication

Objective 1: How to Format Text

Formatting text guides the reader's eye to critical concepts and makes the publication look more professional and more enjoyable to read. Formatting includes changing the font, size, and style of selected text to distinguish it from surrounding text.

To change the font and font size of text:

1. Highlight the text you want to affect.
2. Choose **Format**→**Font**.
3. From the **Font** list, select the desired font. Click **Apply** to apply formatting and click **OK** to close the **Font** dialog box.
4. On the Formatting toolbar, display the Font Size drop-down list  and select the desired font size;
5. Or, choose **Format**→**Font**. From the **Size** list, select the desired size. Click **Apply** to apply formatting and click **OK** to close the **Font** dialog box.
6. In the Font dialog box, under **Font Style**, select the desired font style from the list.
7. To apply an underline, make a selection from the **Underline** drop-down list.



Objective 2: Learn how to Apply and Remove Styles for Formatting

If you decide to remove all text formatting and/or create your own formatting, you can do so by applying the Styles for Formatting features.

Objective 6: Learn How to Create Paragraph Styles

To Apply Styles for Formatting

1. Select the **Format** menu, click **Styles and Formatting**.
2. In the **Styles and Formatting** task pane, click the **Create new style** button
3. Enter a name for the new style in the **Enter new style name** box.
4. Create your new style by formatting it the way you desire, using the **Font, font size, color, Bullets and numbering; etc.** buttons.
5. Confirm the name and formatting for the new style and click **OK**
6. Select the text you want to include in your new style and click the style from the **Pick formatting to apply** task pane



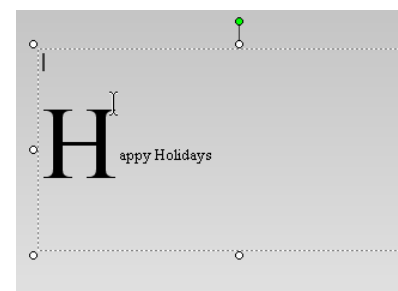
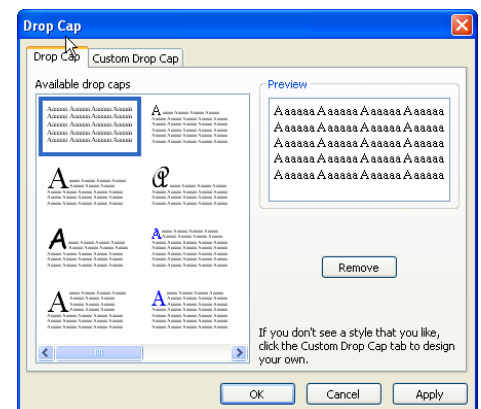
To Remove Styles for Formatting

1. Select the text with the formatting you want to copy
2. From the **Styles and Formatting** task pane, choose **Clear Formatting** from the **Pick Formatting to Apply** drop-down list to remove formatting from selected text.

Objective 3: Learn how to Apply a Drop Capital Letter

To apply a drop capital letter:

1. If necessary, type the character (letter, number, or symbol) that you want to apply the drop capital
2. Place your cursor insertion point in the position of the character
3. Choose **Format**→**Drop Cap** to display the **Drop Cap** dialog box.
4. On the **Drop Cap** tab, select the drop cap you want to use from the available drop caps.
5. Click **OK**



Objective 3: Learn How to Insert Symbols

To insert a special character:

1. Place the insertion point where you want to insert the special character.
2. Choose **Insert** Menu→**Symbol** to display the **Symbol** dialog box.
3. Select the **Special Characters** tab.
4. Select the desired character.
5. Click **Insert** to insert the special character on the page in the publication.
6. Click **Close** to close the **Symbol** dialog box.

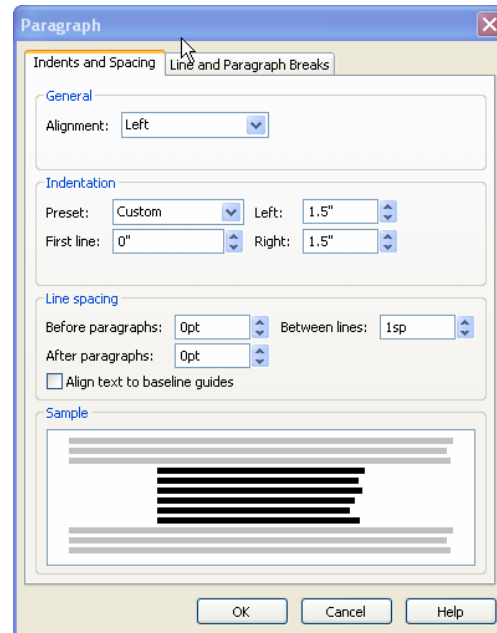
To insert a symbol:

1. Place the insertion point where you want to insert the symbol.
2. Choose the **Insert** menu→**Symbol** to display the **Symbol** dialog box.
3. On the **Symbols** tab, from the **Font** drop-down list, select the font that includes the symbol you want to use. The **Symbols** palette displays the symbols available for that font.
4. Select the desired symbol.
5. Click **Insert** to insert the symbol on the page in the publication.
6. Click **Close** to close the **Symbol** dialog box.

Objective 4: Learn How to Indent Paragraphs The left and right margins of a page define the left and right margins. Another way to offset text is to control the amount of white space on the left and right of it. In this topic, you will adjust a paragraph's left and right indents.

To modify indents:

1. Select the paragraph(s) you want to indent.
2. Choose the **Format Menu**→**Paragraph** to display the **Paragraph** dialog box.
3. On the **Indents and Spacing** tab, change the **Left** and **Right** indentation settings.
4. Click **OK**.

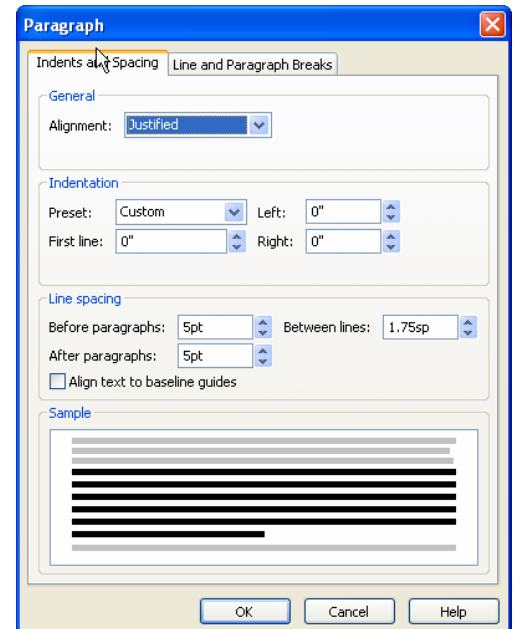


Objective 5: Learn How to Change Spacing between Paragraphs

Centering text adds white space to the right and left of text. You can also add white space before, after, and within paragraphs. In this topic, you will learn how to change paragraph spacing.

To change paragraph spacing:

1. Place the insertion point in the paragraph(s) you want to affect.
2. Choose **Format Menu**→**Paragraph**.
3. On the **Indents And Spacing** tab, under **Line Spacing**, use the spin boxes or type in a value to set the amount of space you want in the **Before Paragraphs** and/or **After paragraphs** boxes.
4. Click **OK** to apply the spacing changes.



Note: By default, the amount of space between paragraphs is displayed in points (pt). Other measurement units can be used by typing an abbreviation for it such as in for inches, cm for centimeters, pi for picas, and px for pixels.

To change line spacing:

1. Select the paragraph(s) you want to affect.
2. Display the Paragraph dialog box.
3. On the **Indents and Spacing** tab, under **Line Spacing**, to the right of the **Between Lines box**, use the spin boxes or type in a value to set the amount of space you want between the lines of text.
4. Click **OK**

Objective 6: Learn How to Create Paragraph Styles

To apply a style:

1. Place the insertion point in the paragraph you want to apply a style.
2. Select the **Format** Menu
3. Select **Styles and Formatting**
4. From the **Styles and Formatting** task pane, from the **Pick Formatting to Apply** list, select a style to apply of your choice.

Note: The applied Style affects an entire paragraph.